Wide Area Workflow (WAWF) Overview

Army Classroom Training

June 2009

Presented By:

Defense Contract Management Agency (DCMA)

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Session Agenda

- **WAWF Overview**
  - **What is WAWF?**
  - **Why WAWF?**
  - **WAWF Procurement**
  - **WAWF User Roles**
  - **Benefits, So Far**
  - **What Next; WAWF Supply Chain Integration**

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WAWF ~ What is it?

WAWF stands for Wide Area WorkFlow

WAWF is a system for performing electronic acceptance and invoicing on DoD contracts.

- Direct electronic feed to any system that needs the data
- Web, EDI or FTP input
- PKI-enabled (+ User ID & Password)
- Provides complete transaction visibility

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Why Electronic Invoicing?

It's the Law

The 2001 Defense Authorization act requires DoD to receive and process invoices electronically.

DFARS 22.232-7003 electronic submission of payment requests requires electronic invoicing.

It makes good sense

Electronic invoices are paid sooner and more reliably then paper invoices.

DCMA DoD Benefits from WAWF

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- Reduced interest penalties
- Decreased document error rate
- Eliminates costs associated with manual
- data entry, reduces need for re-keying data
- Increased vendor discounts offered
- Improves accuracy, timeliness and integrity of
- data exchanged
- Secure transactions and added audit capability
- Reduces unmatched disbursements in receipt,

BIG BENEFIT

Cut cost of processing Department's invoices from $22 - $30 each for manually processed to $6 - $12 for processing electronically

DCMA – WAWF Statistics

Cumulative FY 08

►e-Invoicing

Total Invoices: 1,089,124

WAWF Invoices: 1,042,162

Percent WAWF Invoices: 95.7%

Total WAWF Dollars Invoiced: $213.4 Billion

►e-Acceptance

Total Source Acceptances: 739,355

WAWF Source Acceptances: 696,684

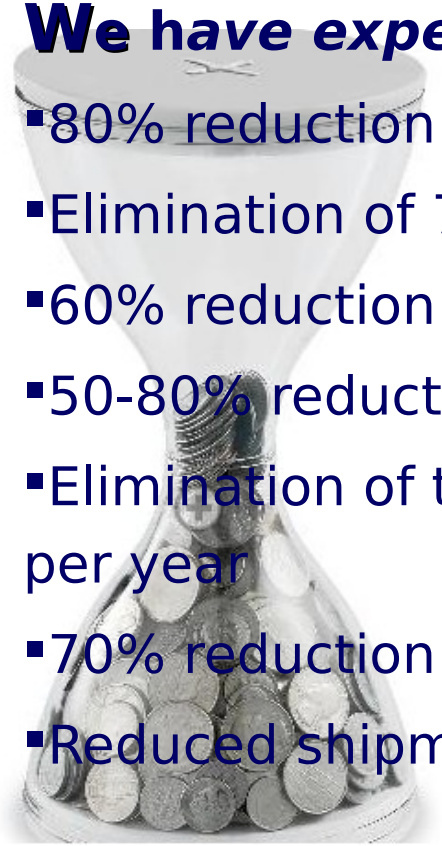
Percent WAWF Source Acceptances: 94.2%

Over $210 million in savings!

WAWF Results

Since WAWF has been initiated

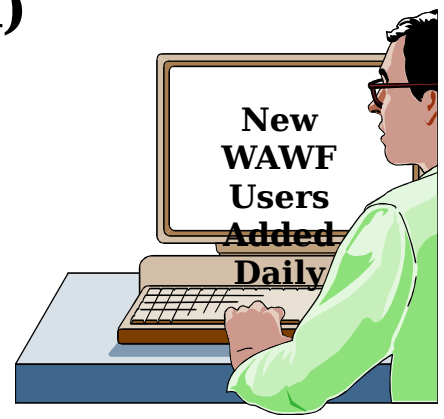
We *have experienced:*



- 80% reduction in Prompt Payment Act interest penalties
- Elimination of 70,000 lost documents per year
- 60% reduction in progress payment rejects
- 50-80% reduction in invoice cycle time
- Elimination of the manual entry of over 1.5 million documents per year
- 70% reduction in cost to process invoices
- Reduced shipment notification cycle time by 90%

Who's Using WAWF

- **Over 152,000 registered Government users:**
  - **Army**
  - **Navy**
  - **Air Force**
  - **Marine Corps**
  - **Defense Finance and Accounting Service (DFAS)**
  - **Defense Contract Management Activity (DCMA)**
  - **Defense Contract Audit Agency (DCAA)**
  - **Defense Logistics Agency (DLA)**
  - **Defense Information Systems Agency (DISA)**
  - **Other Defense Agencies**
- **Over 124,000 active vendors**



In FY08, processed over 120 Million transactions totaling over $1Trillion dollars of invoices

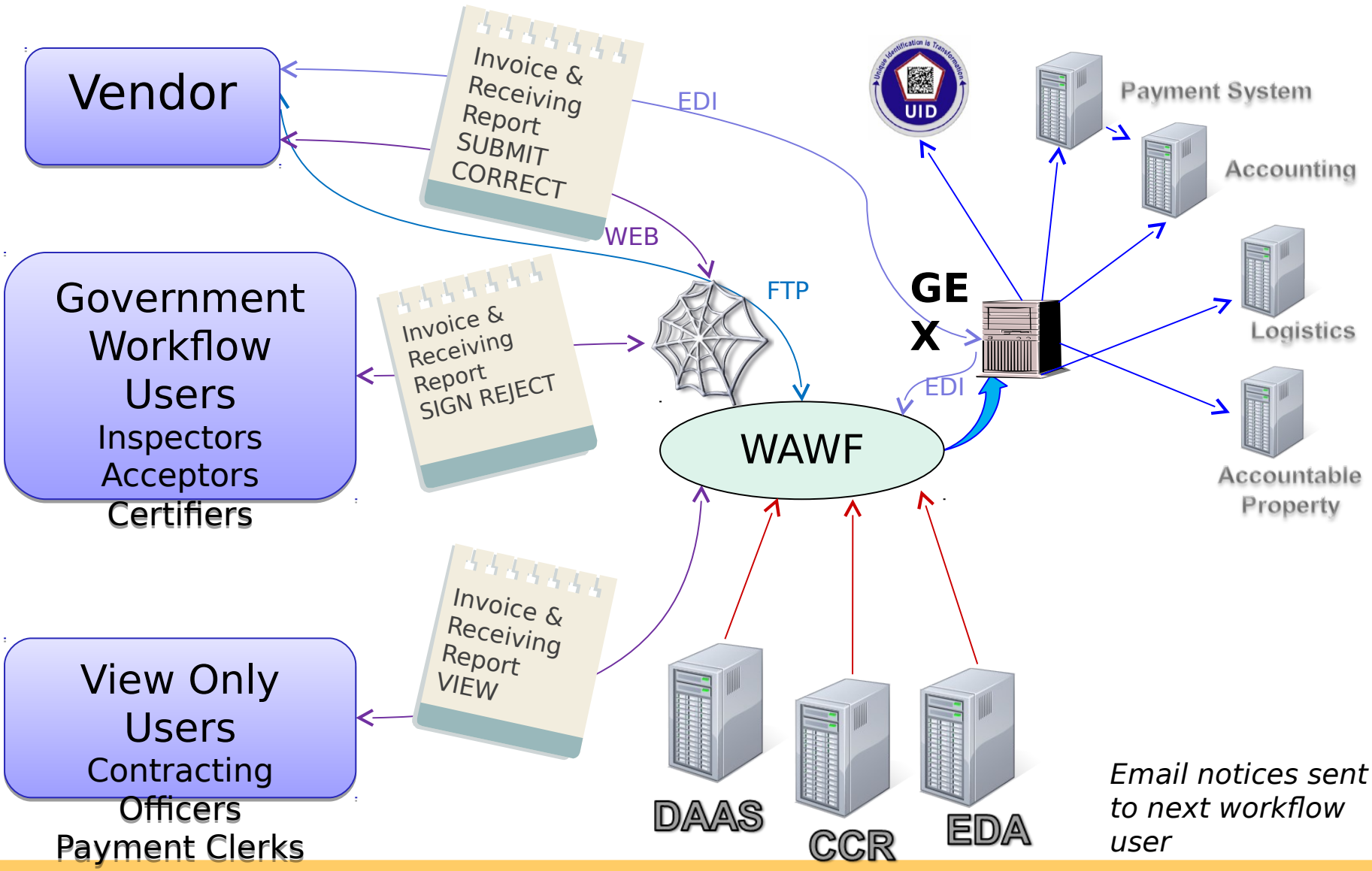
Key Stakeholders

•Air Force	Richard P. Gustafson Deputy Asst Secretary AF WAWF Program Mgr Financial Operations	Audrey Y. Davis Associate Deputy Asst Secretary Financial Operations	Ricky C. Staley Director, AF Financial Systems Operations	Randy Huffman AF Financial Systems Operations
•				
•DFAS		Mr. Jerry Hinton Director, Information & Technology (CIO)	Ms. Dawn Coulter Director, eSolutions	Ms. Louise Sylvain Director, eAccounting
• DLA	Mr. Mike Scott, J-33	Ms. Scottie Knott	CAPT Robert Therriault, Acting for Dave Falvey	Ms. Beth Altman
• DCAA	Ms. Karen K. Cash Asst Director – Operations & CIO		Mr. Thomas Trefry Chief, Technical Audit Programs Division	Mr. Mark Shanosky Program Manager, Electronic Business
• DISA	Ms Kathleen Miller Director of Procurement Acting Branch Chief, (Selected)	Col Robert Mitchell, USAF Procurement	Mr. Jim Sweitzer, Jr. Deputy Director of Operations Division	Ms. Susan D'Adamo Chief, Business Business

Key Stakeholders

• OSD	Dr. James I. Findley Deputy Under SecDef for Acq & Technology	Mrs. LeAntha Sumpter Deputy Director, Program Development and Implementation, DPAP	Lisa Romney Senior Procurement Analyst	Mr. Bruce Propert
•DCMA	Mr. Michael Williams Executive Director of Information Technology		Mr. David Guinasso Director of eBusiness	
• Navy		RADM Sean Crean Dep Asst SECNAV for ACQ & Log Mgmt (DASN A&LM)	CDR James Melone e-Business Director DASN A&LM	
• Army			Mr. Thomas Castleman	
• USMC		Ms. Sonia Kitdhen PM, Total Force IT Systems	Mr. Jarett Kuhfahl MCSC, PG-10, TFITS Paperless	
Acquisitions				

System Distribution – Operational View



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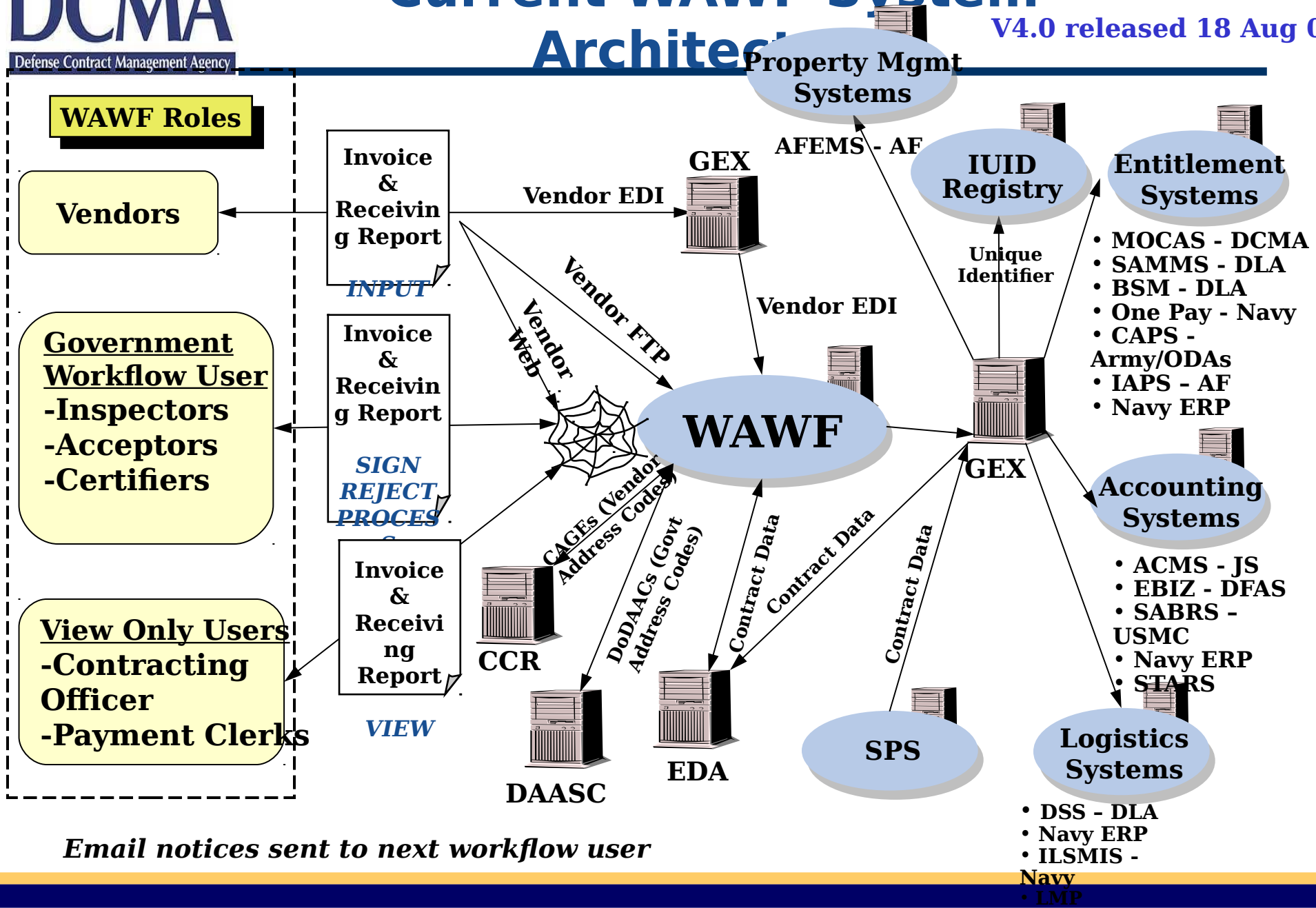
WAWF Interfaces

- **EDA - Checks For Latest Contract Info**
  - Pre-populates Issued by/Admin by/Pay Office/Issue Date
  - Reads Thru Latest Mod Posted To Find Data
- **CCR - Validates CAGE Data and active status**
- **DAAS - Validates DODAACs data**
  - Active status required
  - TAC 2 (Freight Address) default

Current WAWF System Architecture

V4.0 released 18 Aug 0



Applicable WAWF Roles

Inspector

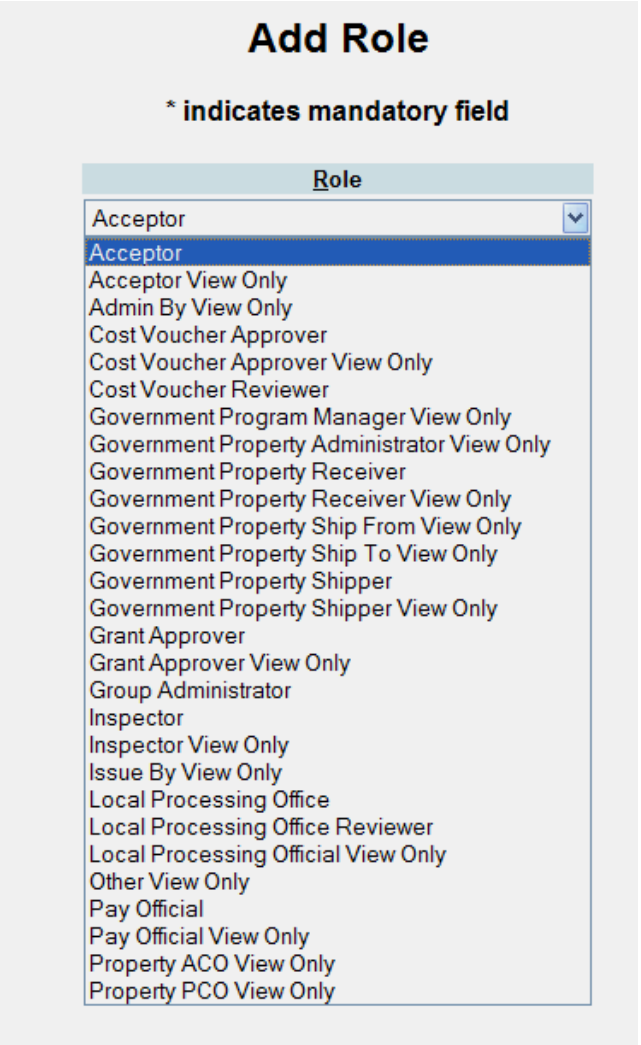
- ► Source QAR Inspects and/or Accepts on Receiving Reports
- ► CA Reviews Invoices

Acceptor

- ► Destination Inspects and/or Accepts on Receiving Reports
- ►ACO Approves Invoices

View Only Roles

- ► Can not sign
- ► Views same documents as action role
- ► ***Admin By View Only*** – Views Documents Administered by DCMA



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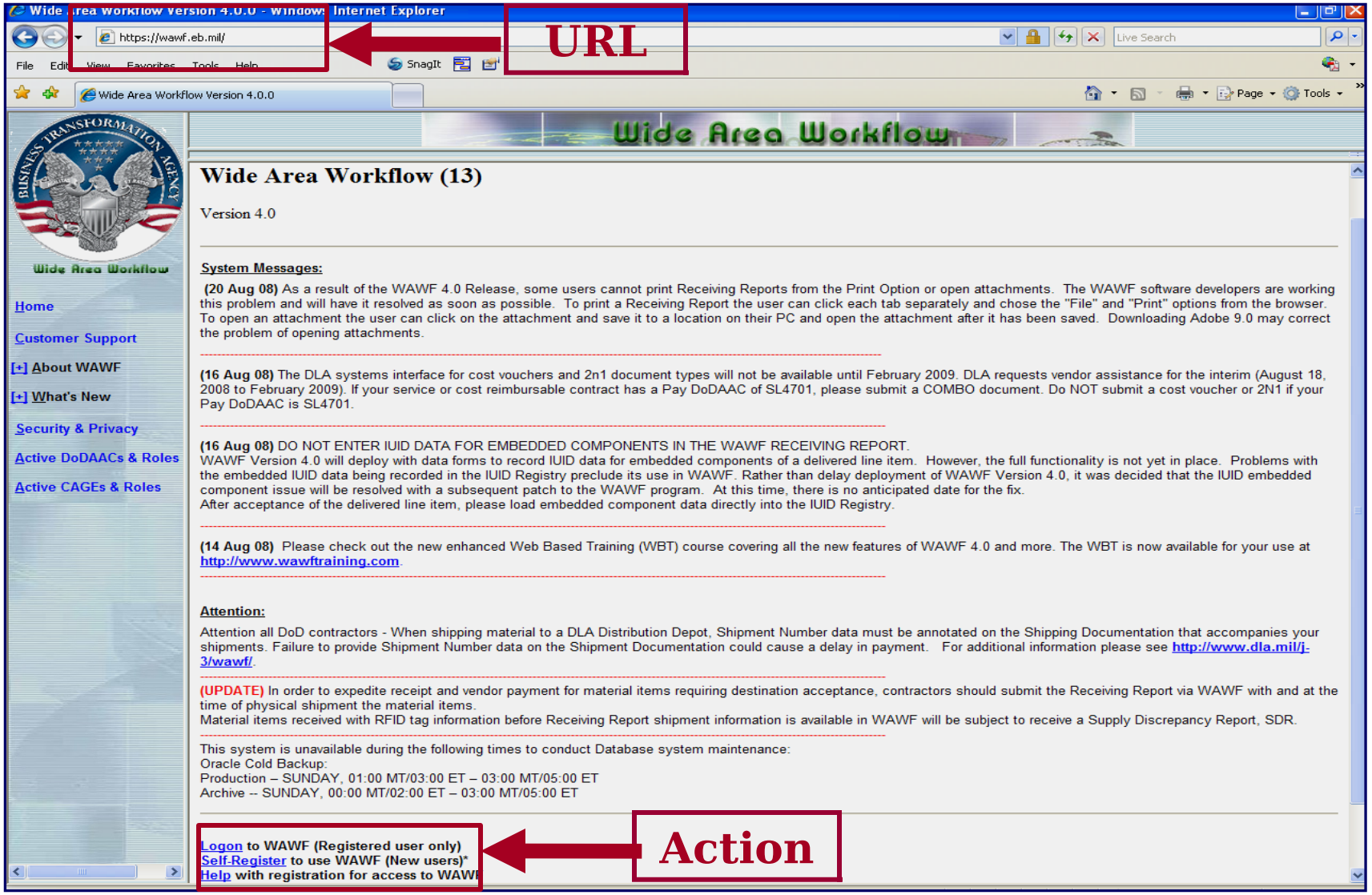
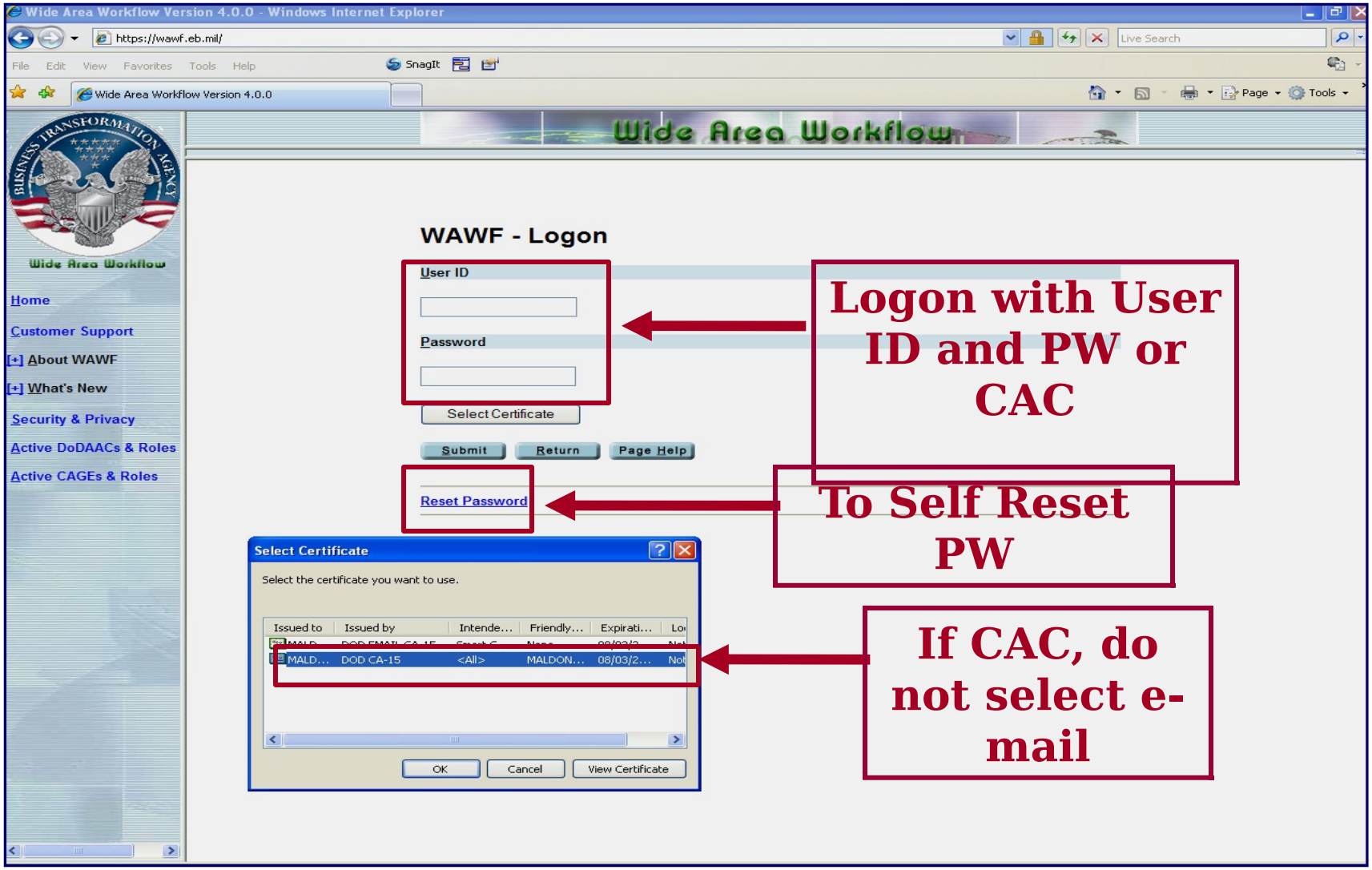
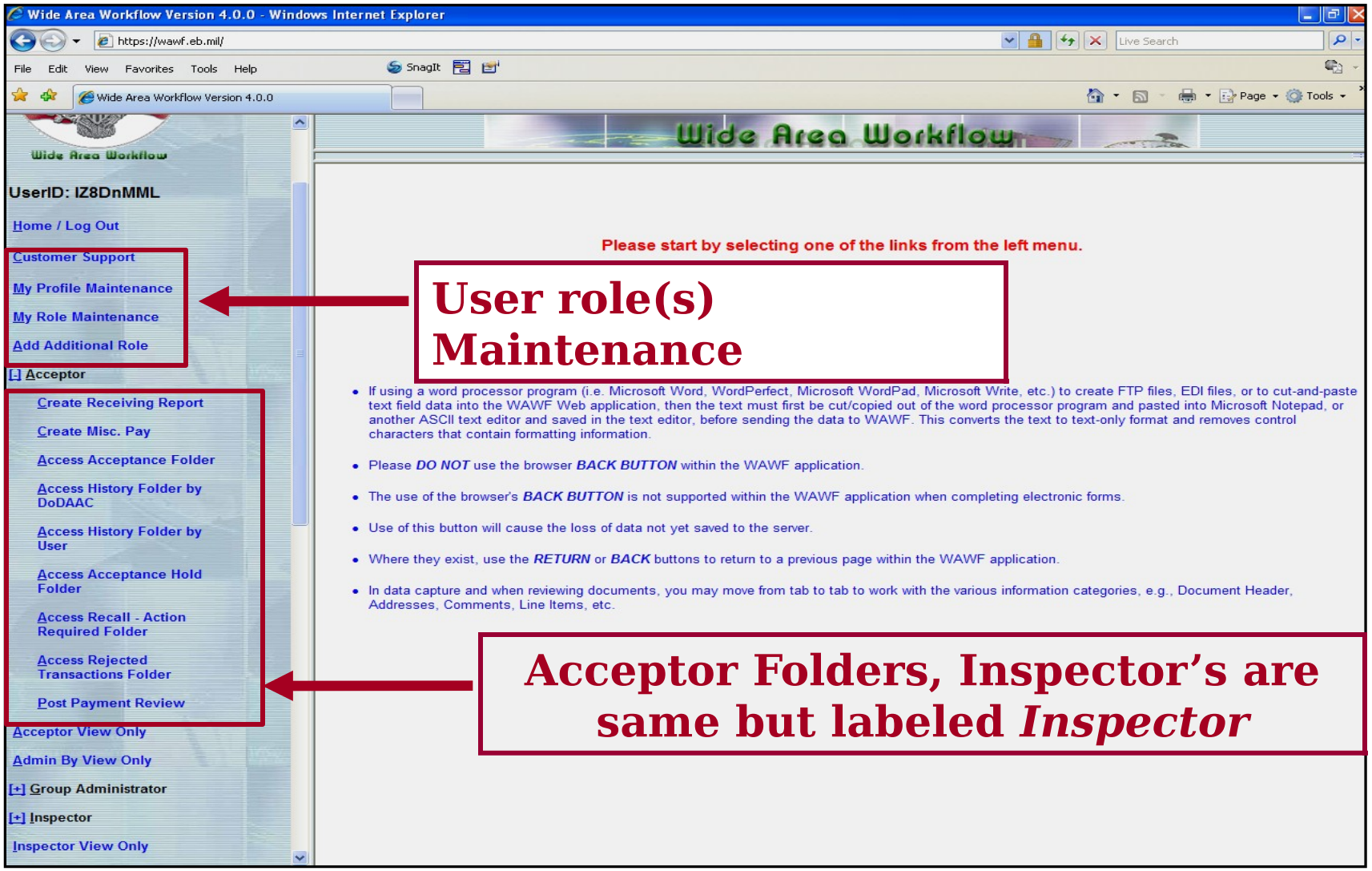
Home Page


URL
https://wawf.eb.mil/
Wide Area Workflow Version 4.0.0
Wide Area Workflow
Home
Customer Support
[+] About WAWF
[+] What's New
Security & Privacy
Active DoDAACs & Roles
Active CAGEs & Roles
Wide Area Workflow (13)
Version 4.0
System Messages:
(20 Aug 08) As a result of the WAWF 4.0 Release, some users cannot print Receiving Reports from the Print Option or open attachments. The WAWF software developers are working this problem and will have it resolved as soon as possible. To print a Receiving Report the user can click each tab separately and chose the "File" and "Print" options from the browser. To open an attachment the user can click on the attachment and save it to a location on their PC and open the attachment after it has been saved. Downloading Adobe 9.0 may correct the problem of opening attachments.
(16 Aug 08) The DLA systems interface for cost vouchers and 2n1 document types will not be available until February 2009. DLA requests vendor assistance for the interim (August 18, 2008 to February 2009). If your service or cost reimbursable contract has a Pay DoDAAC of SL4701, please submit a COMBO document. Do NOT submit a cost voucher or 2N1 if your Pay DoDAAC is SL4701.
(16 Aug 08) DO NOT ENTER IUID DATA FOR EMBEDDED COMPONENTS IN THE WAWF RECEIVING REPORT.
WAWF Version 4.0 will deploy with data forms to record IUID data for embedded components of a delivered line item. However, the full functionality is not yet in place. Problems with the embedded IUID data being recorded in the IUID Registry preclude its use in WAWF. Rather than delay deployment of WAWF Version 4.0, it was decided that the IUID embedded component issue will be resolved with a subsequent patch to the WAWF program. At this time, there is no anticipated date for the fix.
After acceptance of the delivered line item, please load embedded component data directly into the IUID Registry.
(14 Aug 08) Please check out the new enhanced Web Based Training (WBT) course covering all the new features of WAWF 4.0 and more. The WBT is now available for your use at http://www.wawftraining.com.
Attention:
Attention all DoD contractors - When shipping material to a DLA Distribution Depot, Shipment Number data must be annotated on the Shipping Documentation that accompanies your shipments. Failure to provide Shipment Number data on the Shipment Documentation could cause a delay in payment. For additional information please see http://www.dla.mil/j-3/wawf/.
(UPDATE) In order to expedite receipt and vendor payment for material items requiring destination acceptance, contractors should submit the Receiving Report via WAWF with and at the time of physical shipment the material items.
Material items received with RFID tag information before Receiving Report shipment information is available in WAWF will be subject to receive a Supply Discrepancy Report, SDR.
This system is unavailable during the following times to conduct Database system maintenance:
Oracle Cold Backup:
Production – SUNDAY, 01:00 MT/03:00 ET – 03:00 MT/05:00 ET
Archive -- SUNDAY, 00:00 MT/02:00 ET – 03:00 MT/05:00 ET
Logon to WAWF (Registered user only)
Self-Register to use WAWF (New users)*
Help with registration for access to WAWF
Action

Logon


Wide Area Workflow Version 4.0.0 - Windows Internet Explorer
https://wawf.eb.mil/
Wide Area Workflow
Wide Area Workflow
Home
Customer Support
[+] About WAWF
[+] What's New
Security & Privacy
Active DoDAACs & Roles
Active CAGEs & Roles
WAWF - Logon
User ID
Password
Select Certificate
Submit
Return
Page Help
Reset Password
Logon with User ID and PW or CAC
To Self Reset PW
Select Certificate
Select the certificate you want to use.
Issued to
Issued by
Intende...
Friendly...
Expirati...
MALD...
DOD CA-15
<All>
MALDON...
08/03/2...
OK
Cancel
View Certificate
If CAC, do not select e-mail

Once Logged On


Wide Area Workflow Version 4.0.0 - Windows Internet Explorer
https://wawf.eb.mil/
Wide Area Workflow
UserID: IZ8DnMML
Home / Log Out
Customer Support
My Profile Maintenance
My Role Maintenance
Add Additional Role
[-] Acceptor
Create Receiving Report
Create Misc. Pay
Access Acceptance Folder
Access History Folder by DoDAAC
Access History Folder by User
Access Acceptance Hold Folder
Access Recall - Action Required Folder
Access Rejected Transactions Folder
Post Payment Review
Acceptor View Only
Admin By View Only
[+] Group Administrator
[+] Inspector
Inspector View Only
Please start by selecting one of the links from the left menu.
If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
Please DO NOT use the browser BACK BUTTON within the WAWF application.
The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
Use of this button will cause the loss of data not yet saved to the server.
Where they exist, use the RETURN or BACK buttons to return to a previous page within the WAWF application.
In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.
User role(s) Maintenance
Acceptor Folders, Inspector's are same but labeled Inspector

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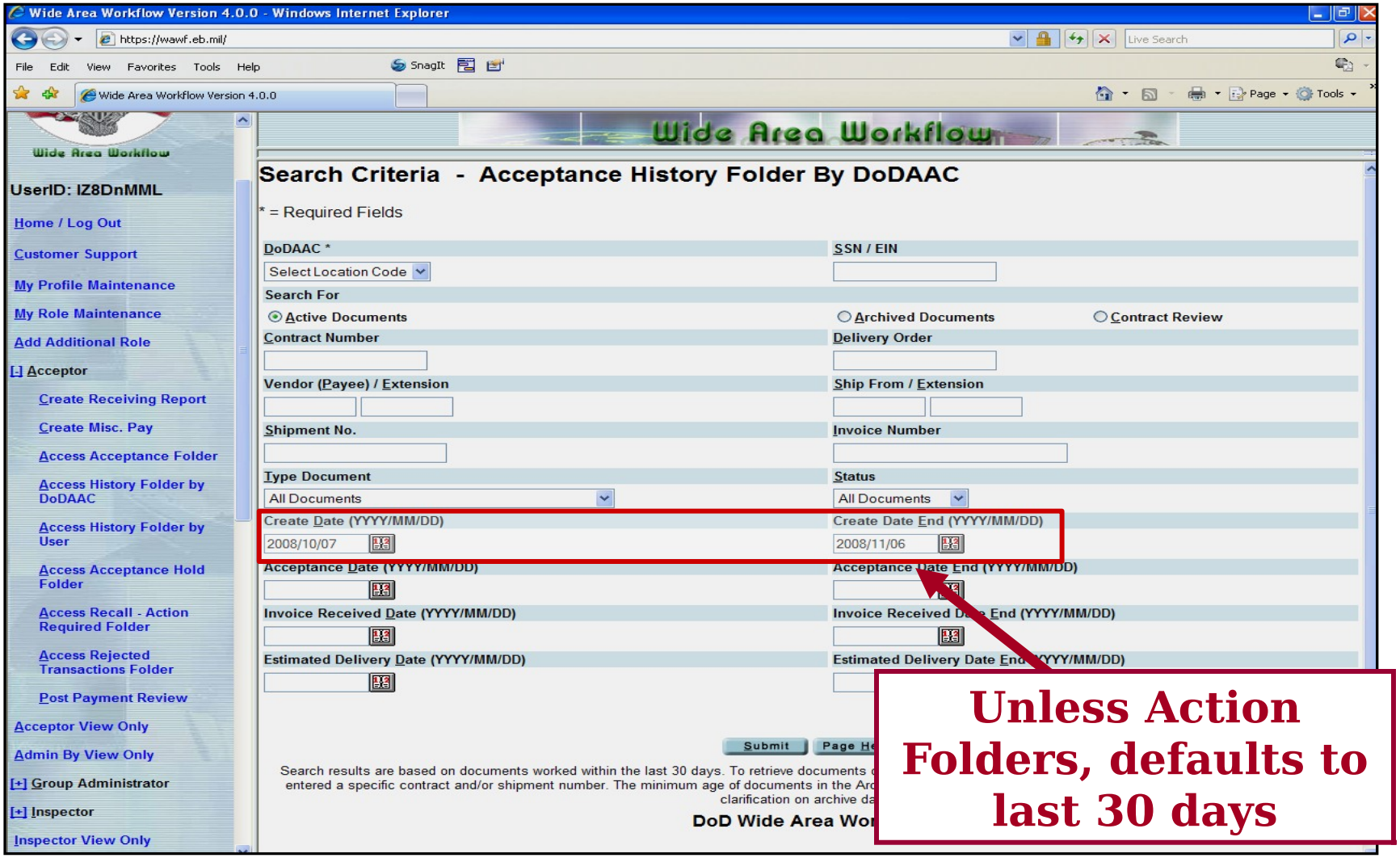
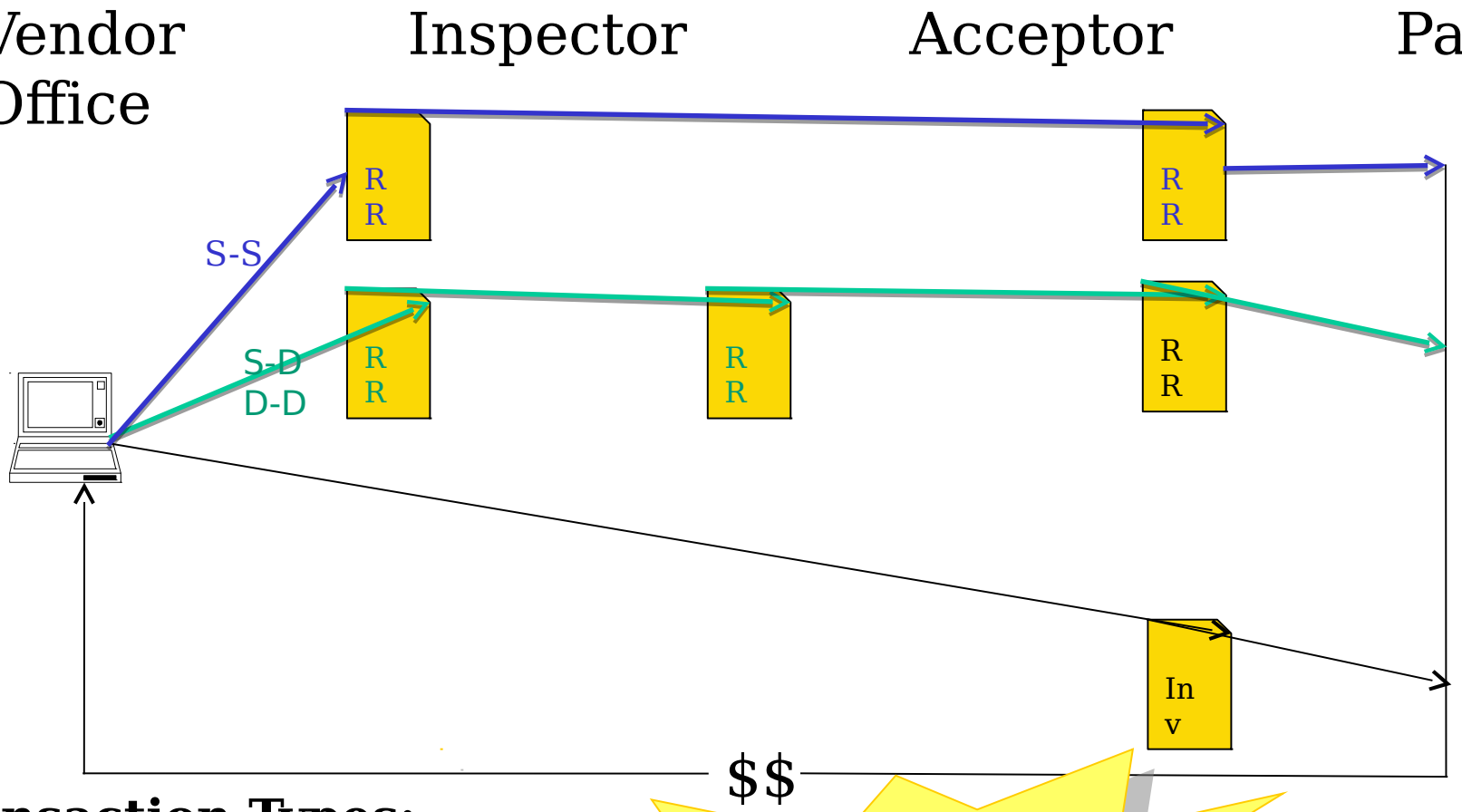
Typical Folder Search Screen



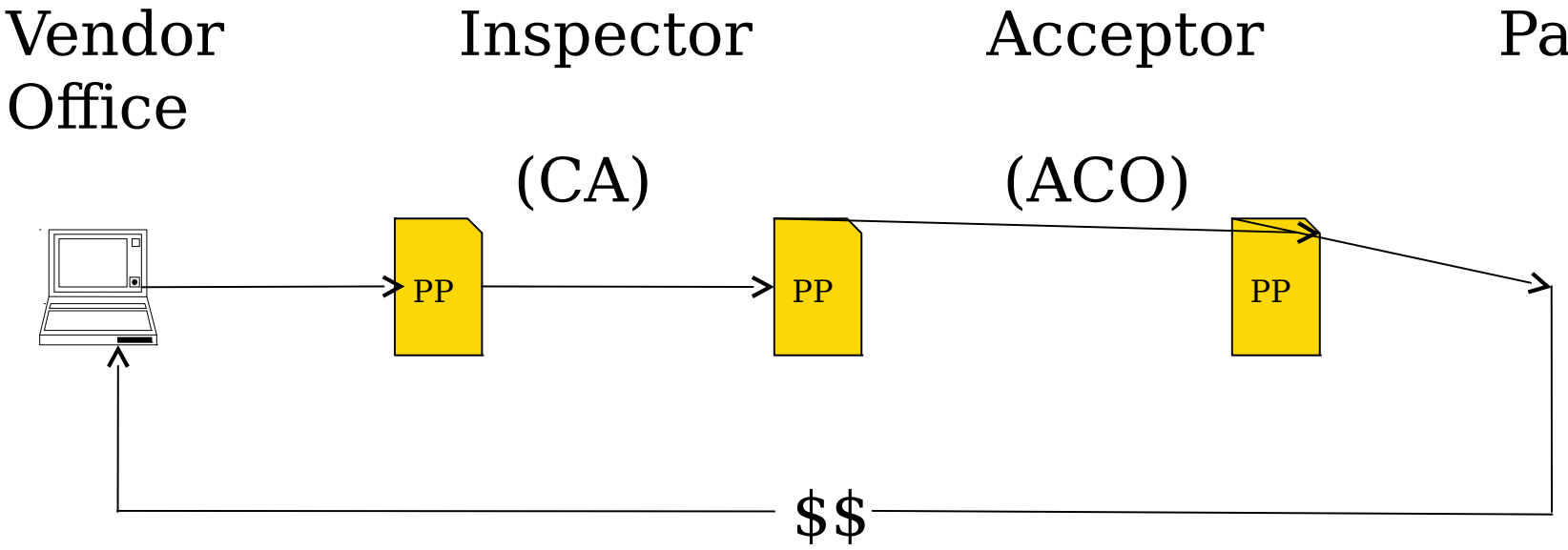
Scenario: Acceptance



Transaction Types:
Commercial Invoices
Receiving Reports
Combo

When Gov't creates RR, vendors still needs to create invoice

Scenario: Approval



Transaction Types:

Invoice 2-in-1
Progress Payments
Cost Vouchers
Performance Based Payments
Commercial Item Financing

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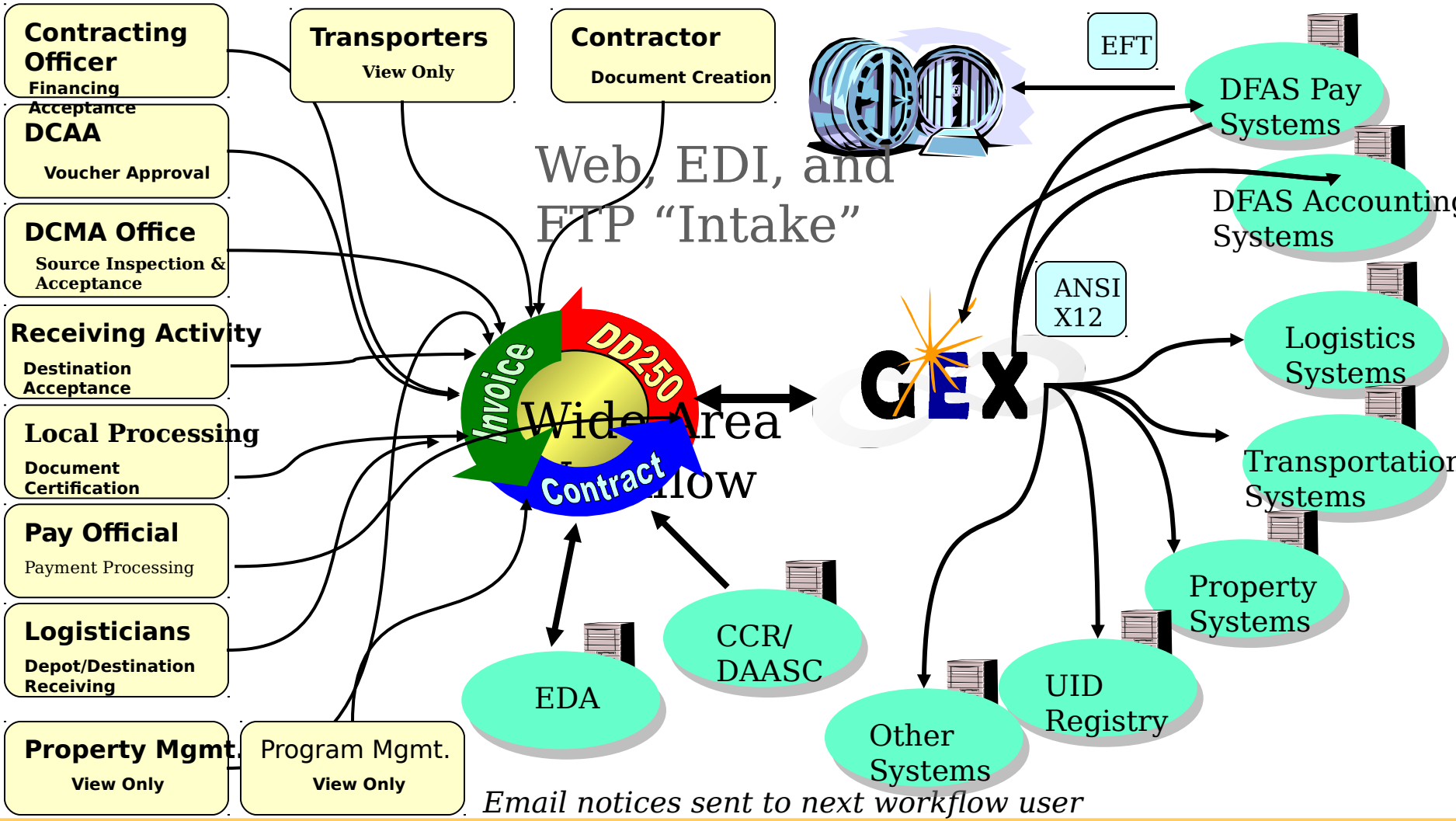
Supply Chain Integration

- UII
- RFID
- Paperless GFP
- Property Transfer
- Updating Property Systems

WAWF and Supply Chain Integration



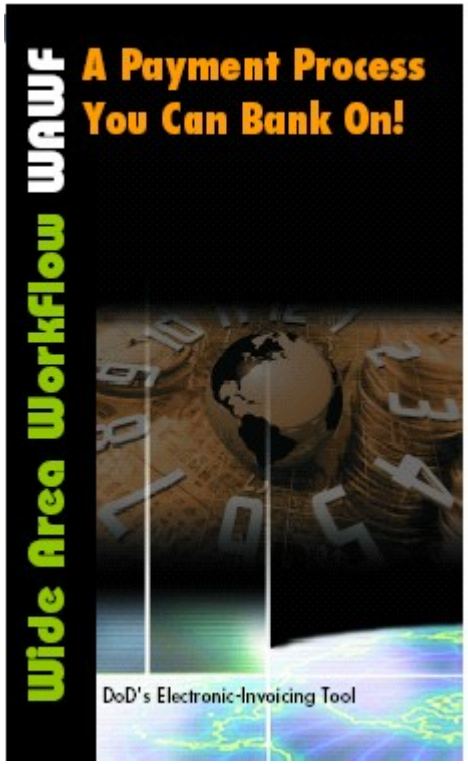
WAWF Support Points-of-Contact

- **System Related Issues, User Issues such as Registration, and General Issues**
  - **WAWF Help Desk at DISA DECC Ogden Electronic Business (EB) Operational Support Team (OST):**
    - **CONUS ONLY: 1-866-618-5988**
    - **COMMERCIAL: 801-605-7095**
    - **DSN: 388-7095**
    - **FAX COMMERCIAL: 801-605-7453**
    - **FAX DSN: 388-7453**
    - **CSCASSIG@CSD.DISA.MIL**

- **Army Functionality Issues**
  - **Army WAWF Help Desk 1-866-598-3560 (Commercial: 614-693-0290; DSN: 869-0290)**
  - **cco-ec-army-wawf-helpdesk@dfas.mil**
- **Navy Functionality Issues**
  - **Navy WAWF Hotline 1-800-559-WAWF (9293)**
  - **NAVFAC: Cathy Capozziello 703-731-6137**
- **Marine Corps Issues**
  - **Help Desk numbers: Cathy Capozziello 703-731-6137; office:703-221-6911**
- **Air Force Functionality Issues**
  - **wawf.team@wpafb.af.mil**

- **DCMA Issues**
  - **WWW.DCMA.MIL: Click on eBusiness and then Click on eInvoicing (WAWF)**
  - **Email e-invoicing@dcma.mil**
- **For Invoice Status and Payment Status (after being processed in WAWF)**
  - **DFAS Customer Service**
- **For all Other Issues**

Helpful Information Sources



About WAWF/What's New/System Messages:
https://wawf.eb.mil

WAWF Training Links

Web Based:
http://www.wawftraining.com

Hands-on Experimentation:
https://wawftraining.eb.mil

Related Links
Defense Federal Acquisition Regulations Supplement (DFARS)
http://www.acq.osd.mil/dpap/dars/dfars/index.htm

RFID Policy:
http://www.acq.osd.mil/log/rfid/advance_shipment_ntc.htm

IUID Data Capture through WAWF:
http://www.acq.osd.mil/dpap/UID/DataSubmission.htm#HowWAWF

UID Policy Website:
http://www.acq.osd.mil/dpap/UID/policy.htm

About BTA
http://www.dod.mil/bta

WAWF PMO
Email: BTA-DBSAE-WAWF@bta.mil

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Questions